LEAD SYSTEMS ADMINISTRATOR

Characteristics of Work

The positions in this job family are responsible for the on-going monitoring, maintenance, and administration of free-standing or networked systems. Systems range from stand-alone PC applications, to minicomputers, to Local Area Networks (LANs) with 100 or more users. Incumbents serve as the focal point or immediate help desk for clients in the area or facility supported. Incumbents also provide assistance ranging from installing new equipment, solving complex operating problems, and providing project coordination for implementation of new network and/or PC-based systems.

The Lead Systems Administrator is the leadership level where incumbents have a broad range of network (WAN, LAN) knowledge and experience. Incumbents work independently to manage large complex network systems requiring an understanding of multiple operating systems, hardware platforms and applications. Incumbents resolve complex operating problems and make on-going recommendations and changes to the system to ensure that Agency requirements and end-user objectives are being met. Incumbents in this role may also have formal or informal supervisory responsibility for a small group of systems administrators. Those in this role strive to continuously enhance the network to increase productivity and efficiency. Incumbents are viewed as a resource for other Systems Administrators outside of their particular agency.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Develops and maintains disaster recovery plan for the State or an individual agency.

Manages a large, complex LAN/WAN that encompasses multiple operating systems and platforms.

Resolves complex operating problems that may impact the integrity and security of the network environment.

Ensures the system meets the agency's business and technical requirements as well as end user objectives.

Enhances the productivity and efficiency of the network through the implementation of new upgrades and releases.

Manages other Systems Administrators in their day-to-day activities.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following.

1.   Manages all problem resolution for the LAN/WAN environment.

2.   Ensures the LAN/WAN supports the business mission of the agency.

3.   Manages all aspects of the LAN/WAN environment including hardware, software, and personnel resources.

4.   Provides a broad range of LAN/WAN knowledge and experience to successfully manage a complex network environment.

5.   Maintains a high level of network knowledge and proficiency.

<u>**Minimum Qualifications**</u>

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations are possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.
Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.
Far Acuity: Clarity of vision at 20 feet or more.
Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.
Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:
A Bachelor's Degree from an accredited four-year college or university in computer science, data processing, business information systems, or a related field;

AND

Experience:
Four (4) years of directly related experience in PC/LAN environments.

OR

Education:
An Associate's Degree in Applied Science in a Technical Program in an area of Information Technology approved by the IT Professional Development Committee,

AND

Experience:
Four (4) years of directly related experience in PC/LAN environments.

OR

Education:
An Associate's Degree from an accredited two-year college in computer science, data processing, business information systems, or a related field;

AND

Experience:
Six (6) years of directly related experience in PC/LAN environments.

OR

Education:
Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:
Eight (8) years of directly related experience.

Substitution Statement:

Related education and directly related experience may be substituted on an equal basis.

Possession of an Institute for Certification of Computer Professionals (ICCP) Certificate based on successful completion may be substituted for one (1) year of the required experience (certificate must be attached).

Interview Requirements:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.